

SSOW – Working in or around inspection pits.

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Scope of Activity:	This Safe System of Work covers the general maintenance and repair of internal combustion, electric, mains or generator powered materials handling, plant and automotive equipment from an inspection pit.
Applicable Risk Assessment:	RA-001 - Maintenance and repair internal combustion, electric, mains or generator powered materials handling and plant equipment.
Hazards Expected:	As identified in the applicable risk assessment.
Mandatory PPE:	Overalls Safety boots Nitrile gloves Safety glasses High visibility clothing (vest as minimum)
Additional PPE (as required):	Hearing protection Rigger gloves (handling heavy components) Bump cap (if working in area/ position with poor head clearance) Hard hat (as identified by site requirements/ required by task) Dust mask (in areas where dust is present. Consult site contact on requirement) Chemical grade full face visor (when working with battery acid) Acid resistant rubber apron (when working with battery acid) Acid resistant rubber gauntlet gloves (when working with battery acid) Waterproof jacket and trousers (when working in wet conditions) Neoprene Gloves (when working on LPG fuel systems)
Resources:	Competent engineer (s) Service vehicle Hand tools Power tools (within current PAT test) Measuring tools (within relevant and current Calibration test) Lifting equipment (within current Thorough Examination) Barrier tape (as required) First aid kit Fire extinguisher Spill kit LEV (or adequate ventilation)

Manning:

Field service engineer(s) reporting to an Engineering Manager who is responsible for providing information, instruction, supervision and ensuring that the engineers are suitably trained. In turn the Engineering Manager reports to the Senior / Regional Business Manager who in turn reports to the Regional Engineering Director.

Engineers will take full responsibility for:

- a) Customer contact, authority to carry out the task, signing and implementing customer work permits and following customer site rules;

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- b) Establishing with the customer and working in a safe area and environment;
- c) Ensuring that a risk assessment is in place, is suitable and sufficiently covers all hazards;
- d) Familiarising themselves with the equipment operator and maintenance manuals;
- e) Ensuring all maintenance and repairs are completed in accordance with the manufacturer's manual.

Safe Working Method:

- Upon arriving on site, you must sign in at security entrance and/ reception area and make contact with the appropriate customer site contact;
- Ensure that any necessary inductions, permits-to-work or similar have been completed and are in date;
- Establish what first aid arrangements are available on site and the steps to take in the event of a fire;
- Establish with the customer if there are any particular hazards you need to be aware of and what PPE will be required in the work area;
- Before carrying out any activities in or around the inspection pit check the work area is suitable, ensuring:
 - Check the inspection pit covers are all present and in good condition with no visible damage;
 - There is sufficient space to remove/ replace parts and carry out all tasks required;
 - The area is safe and free from any hazards (work with customer to eliminate any hazards, if you are unhappy with the area in any way contact line manager before proceeding);
 - The area is suitably separate from customer employees/ activities (create a cordoned area where required);
 - The ground is firm, level and of suitable load bearing capacity for the equipment/ task;
 - The area is not near any overhead services (e.g., gas, electricity);
 - There are fire exits available nearby;
- You must position your service vehicles in close proximity to the work area in order to limit the need to carry tools, parts or equipment over unnecessary distances;
- Isolate equipment following manufacturer's instructions, ensuring as a minimum:
 - For IC Powered Equipment – Key switch is isolated, keys removed (where possible depending on the task being carried out) and kept on engineer's person and battery is disconnected;
 - For Battery Powered Equipment – Key switch is isolated, keys removed and kept on engineer's person, battery is disconnected, and all components are suitably discharged;
 - For Mains Powered Equipment – Key switch is isolated, mains power to machine is isolated and locked off by a competent person with the necessary electrical qualifications and competent person must also check all components are fully discharged before work begins;
 - For Generator Powered Equipment – Key switch isolated, generator isolated and locked off by trained engineer, check all components are fully discharged before work begins.
 - For working on or under a raised Mast/carriage – Where possible remove the lift forks. Ensure two safety chains are used to secure the mast correctly 1st chain to secure the channel to crossmember to prevent channel from movement and the 2nd chain to secure carriage to crossmember to prevent movement, see SSOW-001 Maintenance and repair internal combustion, electric, mains or generator powered materials handling and plant equipment.

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- Ensure any automatic start systems are disabled;
- Ensure a do-not-use tag is fitted to the equipment under repair in a prominent place and is not removed until work is finished;
- Ensure all parts and components have come to a standstill and have sufficiently cooled before starting;
- Relieve pressure from any pressurised systems;
- Do not work on LPG system when working in inspection pits or other areas below ground level where escaped LPG (heavier than air) could gather, always ensure the inspection pit it is adequately ventilated before entering;
- You must never work from an inspection pit when in a lone working situation;
- Before any covers can be removed a safety barrier must be erected around the inspected pit area which will be exposed;
- Ensure the entrance and exit of the inspection pit are clean and free from any obstructions;
- Complete necessary maintenance and repairs in conjunction with training and following manufacturer's maintenance manual;
- If any part of the task involves any of the following high-risk activities, ensure the specific risk assessment and safe system of work are followed:
 - Working at height;
 - Use of oxygen acetylene equipment;
 - Use of ARC or MIG welders;
 - Use of bench or angle grinders;
 - Lifting operations;
 - Recovering immobilised equipment;
 - Work on or near water;
 - Removal or fitting masts on materials handling equipment;
- No welding or use of oxygen acetylene equipment whilst the inspection pit is in use, if you are carrying out these activities near an inspection pit ensure it is well ventilated after activity to prevent gathering of gases;
- If the task requires you to undertake any other high-risk activity other than the above mentioned, you must contact your line manager before proceeding;
- If any accidents, incidents or near misses occur ensure you contact and inform your line manager and the customer contact immediately;
- Ensure you take note of any Safety Gains noticed and highlight them via the Safety Gain process. If the Safety Gain relates to the customer or their activities, ensure you make them aware it before leaving site;
- If a spillage occurs stop the spill at source, prevent it from spreading using spill booms and absorb the liquid using spill pads, granules or similar. If spillage occurs near a drain ensure a drain cover is put in place if available or protect the drain with spill booms. For larger spills call for assistance from customer. Once spill has been attended to ensure you contact and inform your line manager and the customer contact;

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- All waste generated during task must be removed from the inspection pit and segregated into suitable containers and disposed of in a Forkway approved waste station;
- Once the activity has been completed the inspection pit covers must be replaced immediately after, only after this can the safety barrier be removed;
- Once work is complete ensure an operational test is completed to ensure all parts of equipment, including any safety devices, are working as they should. Ensure equipment is in neutral with park brakes applied before attempting to start.
- Once finished complete job sheet and associated *paperwork*;
- Complete a final check of the work area to ensure no residues, waste, parts or tools etc. have been left behind;
- Take job sheet to the customer and have it signed. Ensure you make the status of the equipment clear to the customer when getting the job sheet signed;
- Close of any permits-to-work or similar, sign out at security entrance and/ reception area as necessary and leave via the designated exit.